



Position: Senior Manager of Financial Operations

Reports to: Controller

Classification: Exempt

Objective

Responsible for managing all day-to-day financial operations including general accounting functions of The Church of Eleven22 and Hope's Closet. These functions include, but are not limited to, establishing and maintaining accounting principles, practices, procedures and initiatives. Conducting analysis to identify trends and financial performance. Preparing financial reports and presenting findings and recommendations to controller.

Key Responsibilities

- Direct and coordinate financial planning and budget management functions
- Lead the accuracy and effectiveness of day-to-day activities such as accounts payable, cash receipts, payroll and other general accounting functions including system integrations and functionality
- Lead and direct the work of finance team members performing aforementioned responsibilities
- Oversee partnership with ministry heads to build budgets including funding, historical spend and prospective planning
- Perform data analytics and review ministry area allocations
- Monitor and analyze monthly operating results against budget
- Lead the preparation of financial statements
- Direct financial audits and provide procedural recommendations for improvement

Competencies

- Model The Church of Eleven22's mission, vision and core values
- Ability to maintain strict confidentiality
- Ability to adapt to change in a fast-paced working environment
- Strong proactive communication (verbal and written) and interpersonal skills
- Strong knowledge of generally accepted accounting principles, short and long-term budgeting and forecasting
- Knowledge of automated financial and accounting reporting systems
- Ability to analyze financial data and prepare financial reports, statements and projections
- Demonstrated ability to build and influence organizational relationships/partnerships
- Ability to manage staff and volunteers to produce quality materials within prescribed time frames
- Ability to translate vision into actionable tactics and plans



Education & Experience

- Bachelor's degree in accounting or finance strongly preferred
- 6-8 years in accounting with experience in a variety of the field's concepts, practices and procedures
- Supervisory experience required
- Non-profit accounting experience preferred
- Possess strong computer skills, proficient in Microsoft Excel, Word and Outlook and have the ability to learn and use new computer software

Position Type/Expected Hours of Work

This is a full-time, exempt position. Days and hours of work will vary depending on business need.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. This would also require close visual acuity to perform an activity such as preparing and analyzing data and figures and viewing a computer.

EEO Statement

The Church of Eleven22 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status or any other characteristic protected by federal, state or local laws. The Church of Eleven22 reserves the right to discriminate on the basis of religion to the full extent permitted by law.